NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Executive Vice President for Instruction

**Department:** Instruction  
**Job Status:** Full Time  
**FLSA Status:** Exempt  
**Reports To:** President  
**Grade/Level:** Admin/Prof Classification III-C  
**Amount of Travel Required:** As needed  
**Positions Supervised:**  
Associate VP for Workforce Development, Director of Learning Resources Center, Administrative Assistant, Dean of Allied/Health Science, Dean of Distance Education, Director of Developmental Education, Directors of Instruction

**Purpose**
The Executive Vice President for Instruction is directly responsible to the President of the College. The Executive Vice President for Instruction serves as the chief instructional officer of the College. As such, the Executive Vice President for Instruction provides overall leadership for programs and services in credit instruction, Continuing Education, Distance Education, Developmental Education, and Workforce Education. The position serves as a member of the administrative leadership team by working collaboratively with members of the President’s Cabinet.

**Major Responsibilities:**
- Supervise the Associate VP for Workforce Development, the Dean of Allied/Health Science, the Dean of Distance Education, the Director of Developmental Education, the Director of Learning Resources, the Divisional Directors, and the Administrative Assistant to the Executive Vice President for Instruction.
- Develop and revise curricula, programs, and courses to meet the needs of the service area.
- Schedule classes and instructional assignments and ensure that instruction is conducted within the educational philosophy, policies, and procedures of the College and the Texas Higher Education Coordinating Board.
- Coordinate with the Director of Human Resources the overall leadership for the recruitment, selection, orientation, and professional development of all personnel within the department.
- Assume overall leadership for the development of the College catalog, the academic calendar, academic policies and procedures, the faculty handbook, class schedules, accreditation reports, and additional reports as required.
- Provide leadership for the development, implementation, and revision of the College strategic plan.
- Provide leadership for the development, implementation, and revision of the annual College-wide planning process.
- Provide overall leadership for the professional development and continuous improvement of all Instruction personnel.
- Administer the evaluation procedure for all personnel within Instruction department.
- Recommend the retention or termination of all instructional personnel.
- Maintain effective communications with faculty, students, and staff throughout the College, and with numerous educational institutions, businesses, industries, and governmental agencies with which the College has working relationships.
- Oversee the preparation and administration of instruction budget.
- Oversee the evaluation and promote the continuous improvement of all programs and services within Instruction area.
- Foster excellence in the teaching/learning process.
• Represent the College throughout the service area, the state of Texas, and nationally as appropriate.
• Serve as the accreditation liaison officer for the College. Insure that the College retains full accreditation by the Southern Association of Colleges and Schools.
• Serve as the College representative to the Texas Higher Education Coordinating Board for program approval, instructor approval, program revision approval, and other appropriate purposes.
• Convene faculty and staff meetings and committees as necessary for successful shared governance in collaboration with the Faculty Senate and other units of the College.
• Coordinate with the Dean of Workforce Education the workforce program advisory meeting banquets and the functioning of workforce program advisory committees.
• Establish and maintain articulation with local school districts, colleges and universities, regional service center, and other institutions and organizations for cooperative programming.
• Make presentations to the Board of Trustees as requested by the President.
• Monitor and communicate to faculty and staff national and state-wide trends in higher educational instruction and higher educational issues.
• Serve as the chair of the Curriculum Committee.
• Encourage faculty and staff to attend and participate in the extracurricular life of the college.
• Serve as acting president when the President is off-campus.
• Report to the President and assume other duties as assigned.

POSITION CHARACTERISTICS:
The Executive Vice President for Instruction must be knowledgeable in all aspects of higher education instruction. The incumbent of the position must be able to communicate effectively both orally and in writing to faculty, staff, and a diversity of constituencies within and outside the College. The ability to critically analyze and find solutions to complex problems within Instruction is essential. The incumbent must be able to establish rapport with culturally-diverse students and community organizations, and be committed to cultural diversity and equal opportunity. The Executive Vice President for Instruction must have the judgment and integrity to make high-level decisions affecting the entire College and service area. The incumbent is expected to take the initiative to plan, implement, and continuously improve programs and services which constitute the core of the mission and purposes of the College.

ADDITIONAL ESSENTIAL POSITION FUNCTIONS:
• May exceed 40 hours per week on a consistent basis, including evenings and weekends.
• Visible and available on campus during the standard 40 hour work week.
• Available as necessary via phone, email and text including evenings and weekends.

QUALIFICATIONS:
• Doctorate degree required.
• Minimum of three years of successful full-time college teaching experience, preferably in a community college.
• Minimum of eight years of significant administrative experience, preferably in a community college.
• Commitment to shared governance.
• Excellent oral and written communication skills.
• Commitment to affirmative action.
• The ability to relate to an ethnically-diverse population.
- Understanding and appreciation of higher education instructional issues.
- Possession of integrity and a strong work ethic.
- Excellence in thinking, planning, organizing, and delegating assignment and functions.

**SIGNATURES:**

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Executive Vice President of Instruction

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President

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Date

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Date

Job description developed: 2009
Reviewed: June 28, 2010, by Diana Hall
Revised: August 21, 2013 by Diana Hall
Prepared by: